

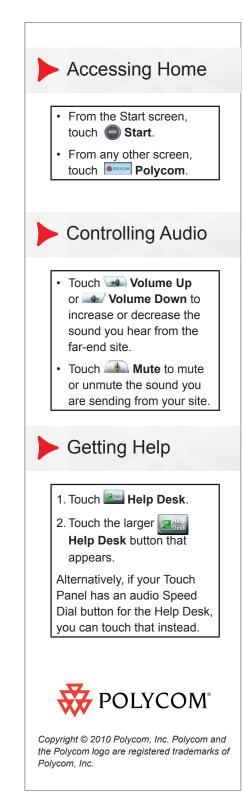
 Quick Tips for Polycom®
 Open
 Telepresence
 Experience™
 (OTX™) 300

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## Making, Answering, and Hanging Up Calls

То	Do this
Speed dial a video or audio call with the Enhanced UI	<ol> <li>Touch Polycom.</li> <li>Touch the video or audio Speed Dial button that corresponds to the site you want to call.</li> </ol>
Speed dial a video or audio call with the Classic UI	<ol> <li>Touch Polycom if you want to call a video site or touch Audio Dial if you want to call an audio site.</li> <li>Touch the video or audio Speed Dial button that corresponds to the site you want to call.</li> </ol>
Manually dial a video or audio call with the Enhanced UI	See Making Calls Using Meeting Composer on the other side of this card.
Manually dial a video or audio call with the Classic UI	1. Touch <b>See Video Dial</b> if you want to call a video site or touch <b>Audio Dial</b> if you want to call an audio site.
	<ol> <li>Enter the number of the site you want to call using the touch pad.</li> </ol>
	3. Touch <b>Dial</b> to call the video site or touch <b>Dial</b> . <b>Dial/Answer</b> to call the audio site.
Make a video or audio call using the calendar (if Polycom Conferencing for Microsoft® Outlook® is enabled)	<ol> <li>Touch A Calendar.</li> <li>Touch the meeting you want to join from the list that appears on the right side of the screen.</li> <li>Touch Join Now.</li> </ol>
Answer a video or audio call	<ul> <li>When you receive a call, you will hear a ringing sound.</li> <li>For video calls, you do not have to do anything; the call will be automatically answered.</li> </ul>
Hang up a video or audio call	<ul> <li>For audio calls, touch  Dial/Answer.</li> <li>1. If the  Hang Up button is not visible on the screen,</li> </ul>
	touch <b>Polycom</b> . 2. Do one of the following:
	<ul> <li>For the Enhanced UI, touch  Hang Up on the left side of the screen for video calls or touch  Hang Up on the right side of the screen for audio calls.</li> </ul>
	<ul> <li>For the Classic UI, touch  Hang Up.</li> </ul>



## Showing Content

When you show content, it automatically appears on the content displays. Depending on how your system is configured, the content displays may automatically lift when content is shared; therefore, be sure to keep the area above the content monitors clear. Also note that, if you are not in a call, content may also appear on the three main display screens.

То	Do this
Show content with a laptop	1. Access the VGA cable in one of the Collaboration Tanks, which are located between the tabletop content monitors.
	<ol><li>Connect the VGA cable to the VGA Out connector on your laptop.</li></ol>
	<ol> <li>If required, enable VGA output on your laptop (such as by pressing Shift-F5). Refer to your laptop documentation for more information.</li> </ol>
	4. Display the content on your laptop screen.
	5. Do one of the following:
	<ul> <li>For the Enhanced UI, touch Content if the laptop is the only content source, or touch Content and then touch Content Laptop if there is more than one content source.</li> </ul>
	<ul> <li>For the Classic UI, touch Laptop.</li> </ul>
	6. To stop showing content, do one of the following:
	<ul> <li>For the Enhanced UI, touch Content or touch</li> <li>Laptop.</li> </ul>
	<ul> <li>For the Classic UI, touch Laptop or disconnect the VGA and audio cable.</li> </ul>
Show content with a document camera	1. Power on the document camera.
	2. Do one of the following:
	<ul> <li>For the Enhanced UI, touch Content and then touch Content Doc Cam.</li> </ul>
	<ul> <li>For the Classic UI, touch and Doc Cam.</li> </ul>
	3. Place your document on the table.
	4. To stop showing content, do one of the following:
	<ul> <li>For the Enhanced UI, touch Boose Doc Cam.</li> </ul>
	<ul> <li>For the Classic UI, touch with a Doc Cam.</li> </ul>

## Making Calls Using Meeting Composer

With the Enhanced UI, you can use Meeting Composer to easily place calls to multiple sites or to Immersive Telepresence sites, as well as to call traditional video conferencing systems and audio-only sites. Some Meeting Composer features may not be available if your system is not configured to use the Polycom RMX<sup>™</sup> or the Polycom CMA<sup>™</sup>.

То	Do this
Select a site using manual dial	<ol> <li>Touch Meeting Composer.</li> <li>Touch Number Pad.</li> <li>Touch Video Video or Audio Audio.</li> <li>Enter the video or phone number, IP address, or E.164 extension.</li> <li>Touch Add Add.</li> </ol>
Select a site using speed dial	<ol> <li>Touch Meeting Composer.</li> <li>Touch Speed Dial.</li> <li>Touch the Speed Dial button that corresponds to the site that you want to add to the list of sites to call.</li> </ol>
Select a site using the address book	<ol> <li>Touch Meeting Composer.</li> <li>Touch Address Book.</li> <li>Touch Cocal or Global directory.</li> <li>Touch the group to which the site belongs.</li> <li>Touch the name of the site that you want to add to the list of sites to call.</li> </ol>
Select a site using search	<ol> <li>Touch Meeting Composer.</li> <li>Touch Search.</li> <li>Touch Local or Global directory.</li> <li>Touch Keyboard.</li> <li>Using the keyboard, enter any string of characters to search for the name of the site.</li> <li>Touch Enter.</li> <li>Touch the name of the site that you want to add to the list of sites to call.</li> </ol>
Make a multipoint call or a point-to- point plus call	<ol> <li>Ensure that the sites listed in the Conference List include all the sites you want to call. For point-to-point plus calls, the Conference List should include no more than one video site plus one audio site.</li> <li>Touch Connect.</li> </ol>